



Tom C. Clark Bldg., Rm. G01

205 W. 14<sup>th</sup> St.

Austin, Texas 78701

### **Job Announcement**

#### **SENIOR LIBRARY ASSISTANT – PART TIME**

**Date Available: February 2, 2015**

**Posting No.: SLA012815**

**Monthly Salary: \$1,200+, DOQ**

**Working Hours: 8:00 am – 12:00 pm, M-F**

#### **JOB DESCRIPTION**

Performs advanced library support work. Work involves assignment in areas of circulation, electronic publishing, website maintenance and reference.

#### **PRIMARY TASKS**

Provide circulation and other reference desk assistance to patrons using the library's integrated library system, legal databases and other online resources, refers patrons to reference librarians when necessary

Assist and instructs patrons in the use of library computers, photocopiers and document scanner

Assist with maintenance of library website and online resources

Draft material to appear on the library website

Compile data and prepares statistical reports as assigned

#### **OTHER DUTIES**

Assist with processing of overdue materials, including mailing notices

Locate, retrieve and shelve library material, clean and straighten library shelves as needed

File loose-leaf material

Photocopy, fax and scan material for document delivery

Perform routine maintenance and trouble shooting of photocopiers and printers.

Perform data entry

Perform other duties as assigned

#### **MINIMUM QUALIFICATIONS**

Graduation from a standard high school or GED

Experience providing information services to the public

Experience updating records in an automated system

Experience performing detail-oriented work

General knowledge of library principles and practices

Ability to lift 50 lbs.

#### **PREFERRED QUALIFICATIONS**

Experience or formal training in website design

Experience using desktop publishing software such as Adobe InDesign

Experience with graphic design (Photoshop or equivalent), and designing for the Web

Experience working with and updating records in an integrated library system

Graduate level coursework in information or library science

Experience providing reference services to the public in a library

#### **Benefits:**

There is a 60 day waiting period before this position qualifies for insurance coverage.

Submit a completed State of Texas Application for Employment, which you can online:

<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html> . **Mail completed applications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or e-mail to amy.small@sll.texas.gov**

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Amy Small at 512 463-1723. The State Law Library is an Equal Employment Opportunity Employer.